



RESEARCH PROGRAM ON
Climate Change,
Agriculture and
Food Security



Documents for Survey Fieldwork and Training

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Stats4SD

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Introduction

This document is intended to provide information on the types of documents that are needed for survey fieldwork and training of field staff. This includes detailed manuals. You are likely to need a general field manual which can be used both for training purposes and as a reference manual for staff while they are in the field. Depending on the number of extra tasks the supervisors are expected to carry out, it might be useful to also have a separate Supervisors' manual.

If using paper questionnaires, you will obviously need copies of the questionnaire in the appropriate language(s) as well as a separate code book for coded questions. A comprehensive checklist is also useful, and enumerators and supervisors can use this for carrying out visual consistency checks on the completed questionnaires.

You will need to have consent forms for the respondents and it might also be useful to have some printed information about the project that you can leave with the respondents.

This data management pack includes examples of some of these documents.

Fieldwork & Training Manual

This manual should include all the information that field teams will need to know. This should include some background information about the project, sampling information, and details about the questionnaire. If you are using digital data collection you will need to explain how to use the mobile devices, how to record and correct the data, plus general information about using the mobile device such as battery conservation etc. If using paper questionnaires, the manual should include details on completing the questionnaire and carrying out visual data checks.

Supervisor Manual

The supervisor is likely to have additional tasks. For example, for digital data collection you may have decided that only the supervisor can upload data to the server. The supervisor would also be responsible for ensuring the questionnaires have been completed correctly and completely.

For this section of the Data Management Pack we have the following examples:

CCAFS Training Manual for Field Supervisors

This is the manual that was used for the Household Baseline Survey. The manual introduces the study before going on to talk about site selection and sampling. It gives information about each section of the questionnaire detailing the information that is being collected and the reasons for collecting that information.

The manual then lists the roles and responsibilities of field staff and how they should operate while in the field. It discusses the codebook and how that should be used. Finally, it goes through the questionnaire section by section and question by question.

Training Manual Example using ODK

This example training manual was derived from one used on a research project where survey data were collected using ODK. It is divided into a Fieldwork Section and a Supervisor Section though the Supervisor Section could be saved as a separate manual. The manual covers how to use ODK Collect

on the mobile devices and discusses the different types of question being used, skip patterns in the questionnaire, etc.

The manual should then go through the questionnaire in detail, question by question, and finish with a list of checks that should be carried out by the enumerator.

The Supervisor Section includes details about preparing the devices for use, installing applications on the devices, adding forms to the device etc. It also covers how to use Bluetooth connections to backup the data; in the research project that this manual was taken from, the supervisor would take a copy of the data from each member of his/her team at the end of each day. Only after checking the data for obvious errors would the supervisor then upload the data to the aggregate server.

Questionnaire

If you are using paper questionnaires you will obviously need an ample supply of questionnaires in the appropriate language(s). Wherever possible it is best to avoid the situation where enumerators are translating “on-the-fly” during the interview as there is no guarantee the translation will be correct or will convey the correct meaning. In this section of the pack we have included the questionnaire for the CCAFS Household Baseline Survey.

Code Book

In many cases codes used in the questionnaire will appear in the questionnaire itself. However, when there are many variables that use the same set of codes, or there is a particularly long set of codes for some questions, then you may need a separate code book. For the CCAFS Household Baseline Survey the questionnaire included many of the codes but codes for ethnicity, crops and livestock were listed in a separate code book. Crop and livestock codes were used for many variables and the ethnicity codes varied according to the site. This code book is included in this pack.

Checklist

A list of consistency checks may be very useful for field staff to refer to when they are carrying out visual checks of the data after the interview. This might include for example:

- Check that parents are at least 15 years older than their children;
- Check that planting date comes before harvest date;
- Check that those with a university education must be at least 18 years of age;
- Etc.

The same list can be used when designing the data entry systems and when carrying out quality control checks on the data prior to analysis.

Consent Form

For all surveys you will need to give respondents information about the study and give them the opportunity to decide whether or not they want to take part. Informed consent is an important part of carrying out survey interviews. We have included an example consent form that can easily be

adapted to suit the needs of your project. We also suggest having some information about the project that you can leave with the respondents.